



APPLICATION FOR RECORDS RETENTION SCHEDULE

870413-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Parks and Historic Sites Division Historic Preservation Section 205 Butler St., Suite 1462 Atlanta, Georgia 30334	Application Number	Date Received APR 13 1987
Application Number		Date Completed MAY 5 1987	
2. Person to Contact Charlotte Ramsay		Working Title Information Specialist	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		Telephone Number 656-2840	
4. Dates of Series Earliest 1973 Latest ongoing		5. Records Series Title (followed by title used in office, if different) Historic Preservation Section Chief's Administrative Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Parks and Historic Sites Division of the Department of Natural Resources is responsible for acquiring, preserving, and protecting natural, historical, recreational, and scenic areas of unique, irreplaceable statewide significance, and for establishing, developing, and operating state parks and historic sites that provide recreational and educational opportunities to the public. The Historic Preservation Section serves as the State Historic Preservation Office in Georgia. By working in partnership with the U.S. Department of the Interior and local communities, the Historic Preservation Section carries out the mandates of the National Historic Preservation Act of 1966 as amended by providing technical assistance in the preservation of historical, architectural and archaeological resources in Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administering the operations and activities of the Historic Preservation Section. Included are: Correspondence to and from individuals, state and federal agencies, Office of Commissioner of Natural Resources and the Director of Parks and Historic Sites, and containing information on site projects, speeches, resolutions, various historic preservation conferences, programs, travel regulations, etc. related to administering the National Historic Preservation Act of 1966 as Amended File is arranged: By subject, Name of State Agency, or name of individual			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>25</u> ; Seven to twelve months old <u>10-15</u> ; Thirteen to twenty-four months old <u>0-10</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
N A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Possible duplication of some documents and/or correspondence
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

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|--------------------------|--------------|-----------------------------------|------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | Permanent _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Records document the identification and treatment of historic properties throughout the Attach copy or excerpt of laws or regulations. Explain administrative need. State and therefore serve historical documentation purposes. In addition, correspondence relates to program operations, monitoring of grant-assisted activities, and official directions from, and responses to, the National Park Service, the federal agency administering the National Historic Preservation Act of 1966.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area; hold _____ 3 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Retain materials in active files until administrative need is minimal, then remove to inactive files area. After three years, transfer to archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Elizabeth A. Lyon</i>	2/24/87	<i>Pat Harrison</i>	3-30-87
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4-28-87
		Secretary of State/Designee	4/17/87
		Attorney General/Designee	5/4/87